



## 2010 General Election Setup Checklist

**NOTE:** Per State of North Dakota Enterprise Architecture standards, you are now to use your Active Directory (first log-in for PowerProfile) to log onto VOICES.

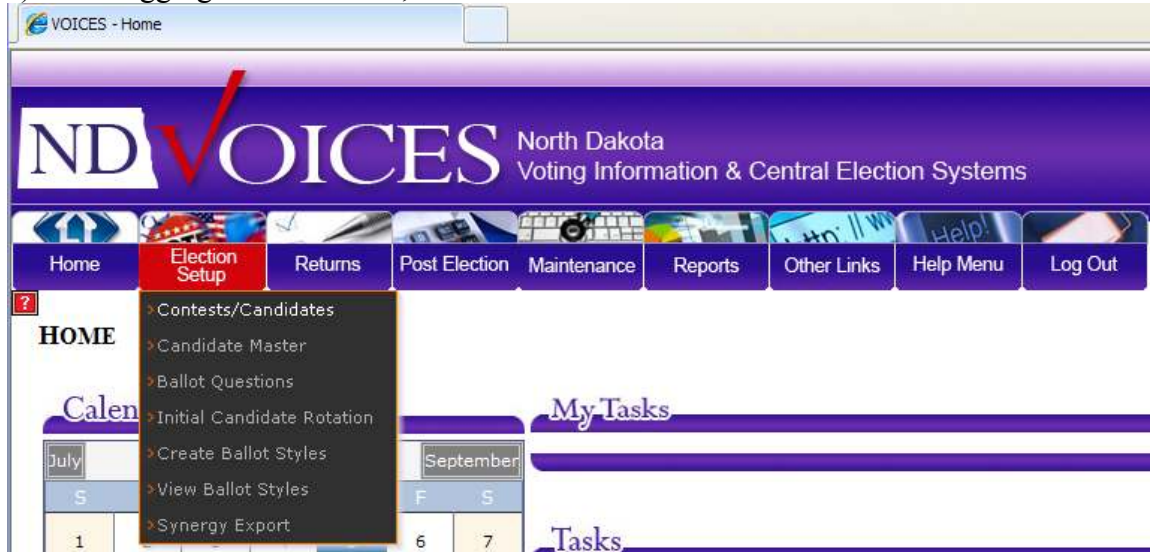


**(These two screens now use the same user name and password)**

## Step 1.1: Contests/Candidates

VOICES was created to automatically roll over contests and nominated candidates (including write-ins) from the Primary to the General (soil conservation addressed in step 1.2). Although you won't have to add contests and assign candidates to them as you did for the Primary, you will still need to confirm the list to ensure that everything that should be on your ballot gets on your ballot.

a) After logging onto VOICES, select "Contests/Candidates" from under the Election Setup tab.



- b) This will open the page where you can see all the contests that will appear on your ballot. This page only displays the first 12 contests, to view the rest you will need to change the page you are viewing. Located to the right, both above and below the listing of contests you will see numbers. The number for the page you are currently on will appear in black, other pages available will appear as blue links that can be clicked to go to that page.

Add Candidate Code	Contest Code	Contest Title	Seq. #	Votes For Term	Area Type	Area	District Name	District Type
1	UNI	United States Senator	110	1	6	SW		
2	REP	Representative in Congress	120	1	2	SW		
3	STA	State Senator	200	1	4	Legislative	District 38	LG39
4	STA	State Representative	210	2	4	Legislative	District 38	LG39
5	SEC	Secretary of State	230	1	4	SW		
6	ATT	Attorney General	260	1	4	SW		
7	AGR	Agriculture Commissioner	280	1	4	SW		
8	PUB	Public Service Commissioner	290	1	6	SW		
9	TAX	Tax Commissioner	300	1	4	SW		
10	JUS	Justice of the Supreme Court	320	1	1	SW		
11	JUD	Judge of the District Court No. 4	340	1	6	Judicial	Southwest	JD SWUDC
12	COU	County Commissioner	400	1	4	County Wide	Adams	Adams

- c) To confirm that all nominated candidates have rolled over from the Primary, click the little plus sign to the left of the contest title. This will expand the record to display all candidates for that contest.

Name	ID	Year	Record Status	Party	Incumbent	Filing Date	FIS	FIS Updated	Winner	Cand. Status	Elector 1
1 Roach, Randal	125	2010	Active	NON	<input checked="" type="checkbox"/>	3/15/2010			<input type="checkbox"/>	Active	

Name	ID	Year	Record Status	Party	Incumbent	Filing Date	FIS	FIS Updated	Winner	Cand. Status	Elector 1
1 Carpentier, Simon	122	2010	Active	NON	<input checked="" type="checkbox"/>	2/17/2010			<input type="checkbox"/>	Active	

Name	ID	Year	Record Status	Party	Incumbent	Filing Date	FIS	FIS Updated	Winner	Cand. Status	Elector 1
1 Roach, Randal	728	2010	Active	NON	<input type="checkbox"/>	4/1/2010			<input type="checkbox"/>	Active	
2 Mohr, Eugene M	123	2010	Active	NON	<input checked="" type="checkbox"/>	2/10/2010			<input type="checkbox"/>	Active	

- d) After confirming that all data is correct you are finished with this step.

**IF A CONTEST OR CANDIDATE THAT SHOULD BE ON YOUR BALLOT IS MISSING CONTACT JOHN OR STEVE IMMEDIATELY**

## Step 1.2: Soil Conservation

- a) Since Soil Conservation only appears on the General Election ballot, that contest will need to be added on this page. There are two ways to select this contest. First you can click in the white box at the top of the page in the “Select Contest to Add” section and type in “sup.” This will narrow the list down to just the soil contest.

Contest	Contest Name	Area	Seq #	Vote For	Term	District Type	CountyID
SUP	Supervisor, Soil Conservation District		530	1	4	CN	

- The other method is to click the down arrow to the right of the white box which will display a list of all contests. You can then scroll down until you find the soil contest.

Contest	Contest Name	Area	Seq #	Vote For	Term	District Type	CountyID
STA	Sales Use & Tax Administrator		710	1	4	CI	
SCH	School Board Member		680	1	4	SC	
SCH	School Board Member		682	2	4	SC	
SCH	School Board Member		684	3	4	SC	
SCH	School Board Member		686	4	4	SC	
SCH	School Board Member		690	1	2	SC	
SCH	School Board Member		692	2	2	SC	
SCH	School Board Member		694	3	2	SC	
SCH	School Board Member		696	4	2	SC	
SCH	School Board Member at Large		700	1	4	SC	
SCH	School Board Member at Large		702	2	4	SC	
SCH	School Board Member at Large		704	3	4	SC	
SCH	School Board Member at Large		706	4	4	SC	
SCH	School Board Member at Large Unexpired Term		708	3	1	SC	
SUP	Supervisor, Soil Conservation District		530	1	4	CN	

- b) Either way you choose to select the contest, after you find it, click on it to fill in the white box.

Select Contest to Add:	Supervisor, Soil Conservation	Add
<a href="#">(Add a new Contest)</a> <a href="#">(Edit selected Contest)</a>		

- c) Click the “Add” button to add it to your existing list of contests and candidates.
- d) Find the supervisor contest in your list (you may need to change pages, see step 1.1 b)

e) You see a red box in the area column.

31		SUP	<a href="#">Supervisor, Soil Conservation District</a>	530	1	4	Conservation	
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f) Click on the red box to display a pull down arrow.

31		SUP	<a href="#">Supervisor, Soil Conservation District</a>	530	1	4	Conservation	
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g) Click on the arrow to expand the window, select the appropriate district (for those counties with more than one soil conservation district) to fill in this box).

Add	Candidate Code	Balot Title	Seq.#	Vote For Term	Area Type	Name
	COU	<a href="#">County Commissioner District 6</a>	410	1	4	Commissioner
	COU	<a href="#">County Auditor</a>	450	1	4	County Wide
	COU	<a href="#">County State's Attorney</a>	470	1	4	County Wide
	COU	<a href="#">County Recorder</a>	480	1	4	County Wide
	COU	<a href="#">County Treasurer</a>	490	1	4	County Wide
	COU	<a href="#">County Sheriff</a>	500	1	4	County Wide
	SUP	<a href="#">Supervisor, Soil Conservation District</a>	530	1	4	Conservation

h) Click the appropriate district to fill in the box.

31		SUP	<a href="#">Supervisor, Soil Conservation District</a>	530	1	4	Conservation	<a href="#">Soil Conserva</a>
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i) Click the “Check for Errors/Save” button on the bottom of the page.

31		SUP	<a href="#">Supervisor, Soil Conservation District</a>	530	1	4	Conservation	Soil Conservation Dis	
	32		DIR	<a href="#">Director, Garrison Diversion Conservancy</a>	540	1	4	County Wide	Cass
	33		COU	<a href="#">County Official Newspaper</a>	550	1	4	County Wide	Cass

Check for Errors/Save

j) To add a new candidate to this contest, click Candidate Master under the election Setup tab. (If you wish to add a candidate who was already entered into VOICES see “N” below)

Home	Election Setup	Returns	Post Election	Maintenance	Reports	Other Links	Help Menu	Log Out
CONTEST Select Contest: <input type="text"/> <input type="button" value="Add"/> (No Contest) (With selected Contest) Add Create Ballot Questions Create Ballot Styles View Ballot Styles Springs Export Candidate Master Candidate Code County								

- k) In the assign to contest field, click the arrow to expand the drop-down and select the Supervisor, Soil Conservation District contest from the bottom of the list.

Assign To Contest

Political Party

Filing Date

Candidate ID

First Name

DIR	Director, Garrison Diversion Conservancy	Cass		540	1	4		09
SUP	Supervisor, Soil Conservation District	CND9	CND9	530	1	4	CN	09

- l) Fill in the candidates name and address in the yellow boxes. Additional info can be added as well if the candidate provides it, such as campaign contact information, website, email, or phone number. After filling in necessary and optional info click the Add button at the bottom of the screen.

Add/Edit Candidates


Candidate ID

First Name

Middle Name

Last Name

Suffix

CVC Voice File 

☐ Check Here to Print CVC Letter

Additional Contact Information (optional)

Website

Email Address

Phone Number

Legal Residence Address:

Address 1

Address 2

City

State ND

Zip Code

Notes

CVC Letter

Campaign Contact Information (optional)

Street Address

City


State ND

Zip

Add Cancel Delete

- m) Repeat “K” and “L” for as many candidates as you have.

- n) If you are adding a candidate to the contest that was already entered into VOICES click the green plus sign and person icon to the left of the contest on the Contests/Candidates page.

31		SUP	<a href="#">Supervisor, Soil Conservation District</a>	530	1	4	Conservation	Soil Conservation Dis
<a href="#">Director, Garrison</a>								



- o) This will open a new window. If the window fails to open, you may have a pop-up blocker preventing it from opening. If this is happening there should be a yellow bar above the VOCIES logo and state seal informing you that a pop-up has been blocked. You should click on that and select always allow pop-ups from this site. You may then need to re-click the green plus sign icon to open the window.

The screenshot shows a web browser window with the address bar displaying <https://ndvoices.sos.nd.gov/races/addcandidateforrace.aspx?rid=1534>. The page has a yellow background and contains the following form elements:

- Select Candidate:** A dropdown menu.
- Political Party:** A dropdown menu.
- Filing Date:** A text field containing "8/5/2010" and a dropdown arrow.
- Buttons:** "Done" and "Cancel" buttons.

- p) Select the candidate's name from the list in the drop down screen (you can also narrow down the list by typing in some or all of the candidate's name).

The screenshot shows the "Select Candidate" dropdown menu open, displaying a list of candidates. The list has the following columns: Full Name, Column2, and First. The candidate "Josh Amundson" is selected and highlighted in blue.

Full Name	Column2	First
John Adams	Adams	John
Mark Akers	Akers	Mark
Josh Amundson	Amundson	Josh
Ola Andersson	Andersson	Ola

- q) Select nonpartisan from the Political Party drop down and click the done button.
- r) Return to the Contests/Candidates page to verify that the candidates were assigned to the contest.

## Step 2: Candidate Master

a) Select Candidate Master from the Election Setup tab.



b) Click “Show All” in the search candidate’s field.

c) This will display a list of all candidates in VOICES, whether they will appear on the General Ballot or not. If you had write-in candidates that were nominated in the Primary they will be displayed in red highlighting since the system is missing required information for them. (If you do not have any candidates highlighted in red, skip to step 3)

Search Candidates:

Last Name:   
 First Name:

[Batch Print CVC Letters](#)  
[Add New Candidate](#)

**Candidates highlighted in red are missing information and must be updated**

Column	Cand ID	Last Name	First Name	Middle	Suffix	Contest	County/State	Voice File	CVC Letter
<a href="#">EDIT</a>	0239	Bentson	Rodger			County Commissioner	Barnes County		<a href="#">Print/View</a>
<a href="#">EDIT</a>	0249	Berke	Eugene	A		County Sheriff	Barnes County		<a href="#">Print/View</a>
<a href="#">EDIT</a>	1769	Bulletin	Litchville			County Official Newspaper	Barnes County		<a href="#">Print/View</a>
<a href="#">EDIT</a>	1707	Evenson	Ken				Barnes County		<a href="#">Print/View</a>
<a href="#">EDIT</a>	1696	GROSSMAN	LEE			County States Nominee	Barnes County		<a href="#">Print/View</a>
<a href="#">EDIT</a>	1711	Gustafson	Bert				Barnes County		<a href="#">Print/View</a>

d) To complete the record for your write-in nominees click the edit button to the left of the candidate’s name. This will open that candidate’s record.

[Add/Edit Candidates](#)

Candidate ID 1690

First Name:   
 Middle Name:   
 Last Name:   
 Suffix:

CVC Voice File

Legal Residence Address:  
 Address 1:   
 Address 2:   
 City:   
 State:   
 Zip Code:

Notes: [CVC Letter](#)

Additional Contact Information (optional):  
 Website:   
 Email Address:   
 Phone Number:

Campaign Contact Information (optional):  
 Street Address:   
 City:   
 State:   
 Zip:

e) Fill in the candidate’s residence address. Also, the candidate name will appear on the ballot as it was entered into VOICES. If the candidates name was entered in all capital letters please change it to caps and lower case.

f) After completing the candidate’s record, click the update button on the bottom of the screen.



## Step 3: CVC Letter

If a candidate called into the CVC system prior to the Primary, their voice file is still in the system. Candidate who did not call in should be sent another letter giving them the opportunity to pronounce their name so that the AutoMARK can be programmed accurately. VOICES has been programmed to create a batch print of CVC letters so that letters for candidates (who haven't already called in) that are assigned to contests in the upcoming election can all be printed at once.

- a) On the Candidate Master page (the page accessed in Step 2) there is a link to the right of the search field titled "Batch Print CVC Letters." Click on this link to open a new window containing all of the necessary letters.

<a href="#">Search Candidates</a>	Last Name <input type="text"/>	<a href="#">Batch Print CVC Letters</a> <a href="#">Add New Candidate</a>
	First Name <input type="text"/>	
	<input type="button" value="Search"/> <a href="#">Show All</a>	

- b) The new window may take some time to open depending on how many letters there are to print. If the window fails to open you may have a pop-up blocker preventing it from opening. If this is happening there should be a yellow bar above the VOICES logo and state seal informing you that a pop-up has been blocked. You should click on that and select always allow pop-ups from this site. You may then need to re-click the "Batch Print CVC Letters" link to open the letters.
- c) Print and mail these letters to the candidates.

## Step 4: Set Initial Candidate Rotation

a) Under the Election Setup Tab select Initial Candidate Rotation



b) To the right of all candidates there is a box where you will enter the number that candidate was drawn in rotation. If a candidate is running unopposed VOICES will auto fill their rotation number to 1.

COU	County Sheriff	500	1	4	CW	Grand_Forks
<b><u>Ballot Order</u></b>						
1	0560	Flannery, Mike				
2	0036	Rost, Bob				
COU	County Official Newspaper	550	1	4	CW	Grand_Forks
<b><u>Ballot Order</u></b>						
1	0078	Grand Forks Herald,	01			
Save						

c) After completing the rotation click the save button at the bottom of the screen.

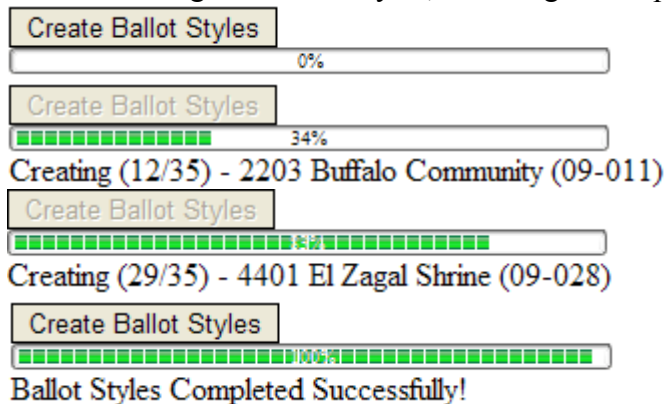
## Step 5: Create Ballot Styles

a) Under Election Setup click “Create Ballot Styles.”



b) After opening the Create Ballot Styles page, if the “Create Ballot Styles” button is not active and you have a note in red below the status bar it means that you have not completed setting the candidate rotation. Click the “Initial Candidate Rotation” link to the right of the red note and follow the instructions in Step 4.

c) If the button is active, click it to begin creating the ballot styles. The status bar will tell you how the system is progressing with creating your ballots. When VOICES has finished creating the ballots styles, a message will appear below the status bar.



**Note:** There is no limit to how many times you can create ballot styles. If after you’ve created them you need to make changes in prior steps you will need to re-create the ballot styles so that those changes are also sent to Synergy.

## Step 6: Proof Ballots

a) Under the Election Setup tab select “View Ballot Styles.”



b) VOICES reflects the candidate rotation that your official ballots will have. To view and proof a ballot style, click the View Ballot link to the right of the precinct name.

Ballot Style	Precinct	View Ballot
1101 Olivet Lutheran	1101 Olivet Lutheran Church	<a href="#">View Ballot</a>
1102 Doublewood Inn	1102 Doublewood Inn	<a href="#">View Ballot</a>

c) Repeat the above instruction for all of your ballots.

**IF A CONTEST OR CANDIDATE THAT SHOULD BE ON YOUR BALLOT IS  
MISSING CONTACT JOHN OR STEVE IMMEDIATELY**

## Step 7: Export to Synergy

**THIS STEP IS ONLY TO BE DONE AFTER ALL OTHER STEPS HAVE BEEN COMPLETED**

a) Under the Election Setup tab click “Export to Synergy.”



b) Click the Export to Synergy button.

### EXPORT TO SYNERGY

Export Updated Precincts
Export to Synergy

Please allow time for system to process.

**DO NOT CLOSE THIS PROGRAM UNTIL EXPORT COMPLETED.**

c) You will receive a message to let you know when the export is complete.

d) On the task list in the e-synergy graphics system you will receive a green checkmark indicating that they have received your export within a day. If more than a day has passed and you still have not received a green checkmark please contact Doug, Shelly, John, or Steve.